
STANDARD OPERATING PROCEDURE

West Oaks Hospital (WOH)

Residential Treatment Program

SOP 8.9.2.1

Rev. 5/01

PURPOSE: TO DESCRIBE THE CRITERIA FOR ADMISSION, AVAILABLE SERVICES AND PROCEDURE FOR REQUESTING PLACEMENT.

This procedure has been established in order to address the needs of detainees (aliens) with certain psychiatric conditions. These patients must have been hospitalized and stabilize from any acute psychiatric crisis and considered not to be functional in a detention or outside community setting.

Only detainees who have fulfilled criteria for admission to West Oaks Hospital will be considered. The following criteria are not meant to be all-inclusive. Deviations may be considered on a case by case basis.

I. CRITERIA FOR ADMISSION:

- A. Detainee must have a psychiatric diagnosis and not have a purely behavioral problem.
- B. The detainee must exhibit patterns of disruptive behavior with evidence of disturbance in functioning within social relationships and have persistent psychological and/or emotional disturbances.
- C. The detainee Must be unable to maintain himself/herself in the community, or a prison/jail, or detention facility with appropriate support, at a sufficient level of functioning to permit an adequate course of therapy exclusively on an outpatient basis.
- D. Detainee must be not be in any acute psychiatric distress.
- E. Detainee must have been assessed by a psychiatrist and recommended as a candidate for a psychiatric residential treatment program geared to rehabilitating patients to adequately function in a detention center or outside community.

INS status: Alien to be detained at least one month, or longer.

II. SERVICES TO BE PROVIDED:

- A. **BOARD:** Includes the use of the hospital facilities such as food service, supervised recreational and social activities, and other general services as considered appropriate by the Director, or designee.
- B. **PATIENT ASSESSMENT:** Includes the assessment of each individual accepted by the facility, and must at a minimum, consist of a physical examination; psychiatric examination; psychological testing if applicable and preauthorized; and rounds by a psychiatrist/psychologist as deemed necessary.
- C. **TREATMENT SERVICES:**
All services, supplies, equipment and space necessary to fulfill the requirements of each

patient; individualized diagnosis and treatment plan.

III UTILIZATION REVIEW:

Concurrent review of the necessity for continued stay will be conducted at least every two weeks (depending on their condition) with hospital liaisons (case managers) by the DIHS Clinical Services Branch. Updates will be given to the originating Managed Care Coordinators (MCCs), or facility Clinical Directors.

IV. PROCEDURE FOR REQUESTING PLACEMENT:

Managed Care Coordinators (MCCs), or Clinical Directors (CD)/ Health Services Administrators (HSAs) can initiate a request for placement by doing the following:

- 1) Please submit a completed "Request for Admission to West Oaks Hospital (WOH).
- 2) Fax information to Clinical Services Branch (202) 514-0095.
- 3) The clinical Services Branch Medical Director of WOH and discuss whether the detainee meets criteria for admission. The Medical Director will then notify the Clinical Services Branch if the detainee has been approved or not for admission.
- 4) If APPROVED:
 - a) The QM office will notify Houston INS who will follow their process for consideration of admission to WOH.
 - b) Houston INS will then notify the sending INS office whether they approve admission to WOH or not. If they approve, they will request the necessary information for transportation of the detainee. All transportation arrangements will be made between the Houston INS office and WOH.
 - c) The sending INS office will complete the I-216 Form "Record of Persons and Property Transferred" and fax it to Kenneth L. Landgrebe at Houston INS, fax number is (281) 774-5993.
 - d) Once all arrangements have been made, the Houston INS will notified the QM office if the detainee has been approved for admission to WOH and what travel arrangements which have been made. The need for a medical escort will be determined in accordance with current national policy.
 - e) The Clinical Services Branch will fax/ cc mail to the MCC, or CD/HSA the approval for admission.
 - f) The Clinical Services Branch will then contact the Medical Director of WOH for final arrangements for admission. A copy of the Medical Transfer Summary and any pertinent medical/psychiatric information must accompany the patient to WOH.

5) If DENIED:

The Clinical Services Branch will fax back notification of this denial to the MCC, or CD/HSA. They may appeal by calling the Clinical Services Branch.